



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Solid Waste Program

Annual Reporting Forms for Small Solid Waste Transfer Stations (< 50 TPD)
Conducting Recycling, Composting & Conversion Activities

Important: When completing this form on a computer, use only the Tab key to move your cursor – not the Return key.



2014 Recycling, Composting & Conversion Reporting Form for Small Transfer Stations

Important: This reporting form is ONLY for use by small transfer stations (those receiving less than 50 tons per day of waste) to report annual tonnages of any recycling, composting or conversion activity being conducted at the site in accordance with 310 CMR 16.04, submission of this form satisfies the requirement for an annual certification pursuant to 310 CMR 16.04(2)(i) and 310 CMR 16.04(3)(a)10.

A. General Information

Please provide the Site Location and Reporting Contact information below.

1. Facility Identification

Facility Name:

Street:

City/Town:

State: MA

ZIP:

Phone:

Phone Extn:

Regulated Object Account Number:

FMF Number:

2. Reporting Contact

Contact Person:

Title:

Email:

Phone:

Phone Extn:

Organization Name:

Street:

City/Town:

State:

ZIP:

3. Certification

I hereby certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining this information, I believe that the information is true, accurate and complete. I am fully authorized to make this attestation on behalf of this facility and am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature:

Date (MM/DD/YYYY):

Print Name:

Phone:

Title:

Organization Name:



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B. Recycling, Composting & Conversion Operations

Instructions for Table “Materials Accepted for Recycling”

- a) Please report the amount of recyclable material received from Massachusetts sources only in the calendar year covered by this certification.
- b) Please report all quantities in TONS.
- c) All Material Types Are Mutually Exclusive. Please do not report the same tonnage in more than one category. For example, if you process 4,000 tons of wood, and 2,000 tons went to wood for fuel, and 2,000 tons were C&D wood recycled, you would report these tonnages separately.

Correct	Incorrect
C&D Wood 2,000 tons	C&D Wood 4,000 tons
Wood for fuel 2,000 tons	Wood for fuel 2,000 tons

- d) In order to avoid double counting, please do not report tonnage received from other processors. (For example, do not report any tonnage received from a Material Recycling Facility (MRF), since that material is already counted in that facility's report. However, any material received via direct haul from a generator should be counted.)
- e) If specific tonnage by material is unavailable, please report the total waste processed and the estimated amount by each material. (For example, if you recycled 10,000 tons of material total, and estimate that 75% of that material was metal and 25% was asphalt, brick, and concrete (ABC), please report 7,500 tons metal and 2,500 tons ABC.)

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B. Recycling, Composting & Conversion Operations

1. Materials Accepted for Recycling

RECYCLED MATERIALS			
Material	Tonnage		
	Massachusetts Sources	Out of State Sources	Combined Tonnage
Asphalt, Brick & Concrete			
Asphalt shingles			
Carpet			
Ceiling Tiles			
Single Stream Recycling (formerly Commingled Materials)			
Electronics			
Glass			
Gypsum Wallboard			
Mattresses			
Metals - C&D			
Metals – Non C&D			
Paper – Except Cardboard			
Paper – Cardboard			
Plastic			
Textiles			
Tires – Non Fuel			
Tires – Fuel			
Organics - Agricultural Material			
Organics - Food Material			
Organics - Vegetative Material			
Organics - Yard Waste including Grass			
Wood – Non Fuel			
Wood – Fuel			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Other – Describe:			
Totals			



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B. Recycling, Composting & Conversion Operations

Instructions for Table “Materials Accepted for Composting & Conversion”

- a) Please report material collected in the applicable calendar year covered by this certification.
- b) Please report all quantities in TONS. To calculate a quantity of organic material, estimate the dimensions of the windrow(s) at the time of **their construction** (the volume can reduce by 50% during the first four to eight weeks). For a “haystack” shaped windrow, the volume is approximately equal to the height times half the base width, times the length. **PLEASE BE SURE TO EITHER MEASURE IN YARDS OR CONVERT CUBIC FEET TO CUBIC YARDS BY DIVIDING BY 27.**
- c) Please note that the in-state vs. out-of state sources of the organic materials is denoted. You should input the amount collected in the appropriate column, depending on whether material collected is from within Massachusetts or from out of state locations.
- d) Use the following factors to convert volume (cubic yards) to weight (tons):

Leaves	Brush	Grass	Food Waste	
5 cy/ton	4 cy/ton	3 cy/ton	1.33	y/ton

- e) If you are a municipal compost site serving only part of a municipality, please only account for the organic material composted at your particular site, not all of the organic material generated in the municipality.

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B. Recycling, Composting & Conversion Operations

2. Materials Accepted for Composting & Conversion

ORGANIC MATERIALS

Material		Tonnage			Type of Generator (i.e., restaurant, residential collection, commercial food processor, etc.)
		Massachusetts Sources	Out of State Sources	Combined Tonnage	
ORGANIC MATERIALS RECEIVED FROM THE GENERATOR OF THE MATERIAL	Food Material				
	Vegetative Material				
	Agricultural Material				
	Yard Waste including Grass				
	Biodegradable Paper				
	Biodegradable Products				
	Clean Wood				
	Totals				

Complete and
Return this form by
February 15, 2015
to:

MassDEP Boston
One Winter St, 7th Floor
Boston, MA 02108
Attn: Thomas Adamczyk

If you have questions, please download the Instructions at
<http://www.mass.gov/eea/agencies/massdep/recycle/approvals/solid-waste-applications-and-forms.html> or contact Thomas Adamczyk by
phone (617) 574-6867 or email thomas.adamczyk@state.ma.us